

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: AUGUST 21 , 2020



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Directors
- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: AUGUST 21, 2020

AGENDA ITEM

D

AUGUST 26, 2020

CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Administrative Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

Questions or clarification may be made by the Board members without removal from the Consent Agenda

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE AUGUST 12, 2020, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) AUTHORIZE PURCHASE OF WATER TRUCK IN ACCORDANCE WITH APPROVED
FY 20-21 BUDGET [RECOMMEND AUTHORIZE STAFF TO PURCHASE WATER
TRUCK FROM GIBBS INTERNATIONAL INC. AT A COST OF \$94,566]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: LISA BOGNUDA
FINANCE DIRECTOR



DATE: AUGUST 21, 2020

AGENDA ITEM
D-1
AUGUST 26, 2020

WARRANTS

HANDWRITTEN CHECKS

20497 08-26-20 MID STATE PROPERTIES

VOIDS – 20496

TOTAL COMPUTER CHECKS
\$655,017.26

Bond Deposit \$9,680.00

COMPUTER GENERATED CHECKS – SEE ATTACHED



Nipomo Community Services District

ITEM D-1 WARRANTS AUGUST 26, 2020

By Payment Number

Payment Dates 8/26/2020 - 8/26/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Payment Amount Item Amount
6299	8/26/2020	0190	Advanced Flow Measurement	1,075.00
	2502	2020 Compliance Checks - BLWWTP		537.50
	2503	2020 Compliance Checks - SWWTP		537.50
6300	8/26/2020	0010	Advantage Answering Plus, Inc.	222.58
	000017-810-831	Answering service		222.58
6301	8/26/2020	0276	Allweather Landscape Maintenance, Inc	325.00
	38446	LMD		325.00
6302	8/26/2020	0380	Amazon Capital Services, Inc.	400.04
	19Q7-DFM7-6W7H	Replacement oxygen sensor		298.16
	1PK3-1GFL-DJKM	Silica gel packets		101.88
6303	8/26/2020	0174	ASAP Reprographics	345.45
	83281	Bid documents for Joshua Road Pumps 1-4 Project		345.45
6304	8/26/2020	0013	Brenntag Pacific, Inc.	4,404.86
	68317	Ammonium sulfate		910.47
	68318	Ammonium sulfate		1,174.02
	69817	Sodium hypochlorite, ammonium sulfate		376.50
	69818	Sodium hypochlorite, ammonium sulfate		876.50
	69819	Ammonium sulfate		1,067.37
6305	8/26/2020	0083	Burdine Printing	1,048.05
	42282A	Mail bills		186.93
	42282B	Postage for bills		861.12
6306	8/26/2020	0157	Cannon Corporation	26,830.65
	73264	Construction management - Eureka Well Replacement		14,820.30
	73279	Woodgreen LS rehab		12,010.35
6307	8/26/2020	0051	Engel & Gray, Inc.	7,611.25
	07X00009	Biosolids collection		7,611.25
6308	8/26/2020	0321	Excel Personnel Services, Inc.	3,487.50
	3564971	Employment agency		1,743.75
	3568906	Employment agency		1,743.75
6309	8/26/2020	0376	Executive Janitorial	780.00
	AUG2020	Janitorial services		780.00
6310	8/26/2020	0188	Famcon Pipe and Supply, Inc.	735.68
	S100031759.002	Hex bar, meter couplings, angle meter stops		630.04
	S100031759.003	Angle stop		105.64
6311	8/26/2020	0052	Farm Supply Company	173.98
	72205	Weed abatement		173.98
6312	8/26/2020	0116	Iglesias, Mario	65.00
	AUG2020	Cell phone reimbursement		65.00
6313	8/26/2020	0057	Integrated Industrial Supply, Inc.	326.47
	71268	Disposable gloves		326.47
6314	8/26/2020	0236	Mainline Utility Company	4,425.00
	412	Sewer line video inspections		4,425.00

ITEM D-1 WARRANTS AUGUST 26, 2020

Payment Dates: 8/26/2020 - 8/26/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Payment Amount Item Amount
6315	8/26/2020	0365	Mission Uniform Service	341.88
	513013219	Uniforms		170.94
	513057908	Uniforms		170.94
6316	8/26/2020	0027	NexTraq	507.35
	AT01518381	GPS subscription		507.35
6317	8/26/2020	0005	Nipomo Community Services District	859.88
	JUL2020A	SWWTP		104.66
	JUL2020B	BLWWTP		68.96
	JUL2020C	LMD		602.94
	JUL2020D	805 Alta Vista - domestic		25.79
	JUL2020E	805 Alta Vista - landscape		25.79
6318	8/26/2020	0139	Nunley & Associates, Inc.	2,256.99
	7952	PCIA - Tract 2312		1,793.49
	7953	Southalnd WWTP Blower Improvements		463.50
6319	8/26/2020	0028	Nu-Tech Pest Management	340.00
	0152826	Pest control		265.00
	0152834	Rodent control		75.00
6320	8/26/2020	0063	Office Depot	376.04
	112965951001	Office supplies		165.36
	115976765001	Office supplies		210.68
6321	8/26/2020	0003	PG&E	64,047.81
	JUL2020	Electricity		64,047.81
6322	8/26/2020	0164	R. Baker, Inc.	523,245.41
	6A	Progress payment #6A		183,044.53
	6B	Progress payment #6B		340,200.88
6323	8/26/2020	0026	Ray Morgan Company	516.29
	3032710	B&W/Color copies		86.92
	3039905	B&W/Color copies		179.29
	3042734	B&W/Color copies		250.08
6324	8/26/2020	0363	ReadyRefresh by Nestle	54.55
	00G0900023136	Distilled water		54.55
6325	8/26/2020	0297	Santa Maria Ford Lincoln	866.62
	193644	Vehicle repair/maintenance		50.45
	193660	Vehicle repair/maintenance		50.45
	194115	Vehicle repair/maintenance		765.72
6326	8/26/2020	0004	SoCalGas	34.24
	AUG2020A	Heat - shop/office		18.81
	AUG2020B	Heat - shop/office		15.43
6327	8/26/2020	0382	Tubular George Co.	1,794.25
	118858	Skylight repair		1,794.25
6328	8/26/2020	0037	Underground Service Alert of Northern California & Nevada	194.05
	155282DIG20	CA State fee for regulatory costs		194.05
6329	8/26/2020	0077	USA Bluebook	4,907.95
	244613	Hach pH buffer		146.49
	320231	CHEMKEYS		3,961.26
	320621	Colorimeter, sample packs		521.20
	328800	Disposable wipes, oxygen standards, signs		279.00

ITEM D-1 WARRANTS AUGUST 26, 2020

Payment Dates: 8/26/2020 - 8/26/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Payment Amount Item Amount
6330	8/26/2020 3556B33069	0206 Pump sensors	Xylem Water Solutions USA, Inc.	2,417.44 2,417.44

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: AUGUST 21, 2020



**APPROVE AUGUST 12, 2020
REGULAR BOARD MEETING MINUTES**

ITEM

Approve action minutes from previous Board meetings. [RECOMMEND APPROVE MINUTES]

BACKGROUND

The draft minutes are a written record of the previous Board Meeting action.

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. August 12, 2020 draft Regular Board Meeting Minutes

AUGUST 26, 2020

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

AUGUST 12, 2020 AT 9:00 A.M.

JON S. SEITZ BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

BOARD of DIRECTORS

DAN ALLEN GADDIS, **PRESIDENT**
CRAIG ARMSTRONG, **VICE PRESIDENT**
BOB BLAIR, **DIRECTOR**
ED EBY, **DIRECTOR**
DAN WOODSON, **DIRECTOR**

PRINCIPAL STAFF

MARIO IGLESIAS, **GENERAL MANAGER**
LISA BOGNUDA, **FINANCE DIRECTOR**
PETER SEVCIK, **DIRECTOR OF ENG. & OPS.**
CRAIG STEELE, **GENERAL COUNSEL**

Mission Statement:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Nipomo Community Services District Board or staff may participate in this meeting in person, or via teleconference. To protect the health and safety of the public, Board members, and staff, social distancing will be practiced at the District's physical location, 148 S. Wilson Street. Members of the public may choose to participate in person at this location or monitor the audio portion of the meeting and any public hearings telephonically by calling (800) 567-5900 (code 242-2614#). Pursuant to Governor Newsom's Executive Order N-29-20, members of the public may also comment – on items on this agenda or items not on the agenda but within the jurisdiction of the Board – via email sent to info@ncsd.ca.gov prior to the 9:00 am meeting start time. All emails received by that time will be distributed to the Board. Public participation in the meeting and public hearings will be taken only as described above. If any individual with a disability requires assistance to observe or participate in the meeting, please contact the District office by telephone at least 24 hours in advance.

A. CALL TO ORDER AND FLAG SALUTE

President Gaddis called the Regular Meeting of August 12, 2020, to order at 9:00 a.m. and led the flag salute.

B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

At Roll Call, all Board Members were present.

There were no public comments.

C. PRESENTATIONS AND REPORTS

C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.

Receive Announcements and Reports from Directors

Director Eby

- *August 11, attended NMMA meeting remotely.*

Director Gaddis

- *August 3, attended Board Officers' meeting.*

SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES**

- C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

There were no public comments.

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved receiving and filing presentations and reports.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Eby, Woodson, and Gaddis	None	None

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE JULY 22, 2020, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) BIENNIAL REVIEW OF LOCAL CONFLICT OF INTEREST CODE [RECOMMEND CONDUCT REVIEW AND DETERMINE NO UPDATE IS REQUIRED]
- D-4) CONSIDER REQUEST FOR WATER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR PARCEL MAP CO 19-0082, A 4 PARCEL RESIDENTIAL SUBDIVISION LOCATED AT 1441 EWING AVENUE [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-5) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR 6 PARCEL RESIDENTIAL TRACT MAP LOCATED ON TEFFT STREET, APN 092-577-006 [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-6) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE (INTENT-TO-SERVE LETTER) FOR APN 090-384-015, A RESIDENTIAL DEVELOPMENT LOCATED ON BRANCH STREET [RECOMMEND CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-7) AUTHORIZE STAFF TO BID SOUTHLAND WASTEWATER TREATMENT FACILITY SCREW PRESS PROJECT [RECOMMEND AUTHORIZE STAFF TO BID PROJECT]

There were no public comments.

*Upon the motion of Director Armstrong and seconded, the Board unanimously approved the Consent Agenda Items with the exception of Item D-4 where Director Blair abstained.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
Directors Armstrong, Eby, Woodson, Blair and Gaddis	None	None

ITEM D-4
Vote 4-0-1.

YES VOTES	NO VOTES	ABSTAIN
Directors Armstrong, Eby, Woodson and Gaddis	None	Blair

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

E. ADMINISTRATIVE ITEMS

- E-1) AUTHORIZE STAFF TO NEGOTIATE CONTRACT FOR ENGINEERING SERVICES FOR BLACKLAKE SEWER CONSOLIDATION PROJECT WITH CANNON CORPORATION [RECOMMEND APPROVAL]

Peter Sevcik, Director of Engineering and Operations, presented the item and answered questions from the Board.

There were no public comments.

*Upon the motion of Director Armstrong and seconded, the Board unanimously agreed to direct Staff to negotiate a contract for engineering services for Blacklake Sewer Consolidation Project with Cannon Corporation.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Armstrong, Eby, Woodson, Blair and Gaddis</i>	<i>None</i>	<i>None</i>

- E-2) COMPLETE ANNUAL SALARY REVIEW AND COMPENSATION ADJUSTMENT FOR GENERAL MANAGER [RECOMMEND CONSIDER ANNUAL SALARY REVIEW AND APPROVE 3% COMPENSATION ADJUSTMENT FOR GENERAL MANAGER]

Craig Steele, District Legal Counsel, presented the item and stated there are no proposed changes to other benefits or compensation and the 3% compensation adjustment includes the Cost of Living Adjustment (COLA).

There were no public comments.

*Upon the motion of Director Armstrong and seconded, the Board unanimously agreed to approve the 3% compensation adjustment for the General Manager effective July 1, 2020.
Vote 5-0.*

YES VOTES	NO VOTES	ABSENT
<i>Directors Armstrong, Eby, Woodson, Blair and Gaddis</i>	<i>None</i>	<i>None</i>

F. GENERAL MANAGER'S REPORT

Mario Iglesias, General Manager, presented the item and answered questions from the Board.

There were no public comments.

G. COMMITTEE REPORTS

None

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Woodson asked if the District was testing for PFAS in the wastewater. At this time, there are no requirements or regulations for testing PFAS.

Pam Wilson, NCSD customer, asked about PFAS. (Perfluoroalkl substances)

I. CLOSED SESSION ANNOUNCEMENTS

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9

- a. SMWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750, AND ALL CONSOLIDATED CASES

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

K. ADJOURN TO CLOSED SESSION

L. OPEN SESSION

ANNOUNCEMENT OF REPORTABLE ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

Craig Steele, District Legal Counsel, announced the Board discussed Item 1 in Closed Session and took no reportable action.

ADJOURN MEETING

President Gaddis adjourned the meeting at 10:36 p.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 30 minutes
Closed Session	1 hour 06 minutes
TOTAL HOURS	1 hour 36 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: AUGUST 19, 2020

**AGENDA ITEM
D-3
AUGUST 26, 2020**

**AUTHORIZE PURCHASE OF WATER TRUCK
IN ACCORDANCE WITH APPROVED FY 20-21 BUDGET**

ITEM

Authorize staff to purchase water truck in accordance with approved FY 20-21 Budget [RECOMMEND AUTHORIZE STAFF TO PURCHASE WATER TRUCK FROM GIBBS INTERNATIONAL INC. AT A COST OF \$94,566].

BACKGROUND

The District needs a water truck to conduct water flushing operations necessary to maintain water quality in over 70 dead end water line locations scattered throughout the water distribution system. The District has been renting a water truck since the flushing program began and has since determined that it would be more cost effective to purchase a water truck. The District's FY 2020-2021 budget allocated funding for the purchase of a 2000 gallon water truck.

District staff solicited quotes for similarly equipped, readily available water trucks from a local dealer (Santa Maria) as well as dealers in Bakersfield and Ceres, and received quotes as follows:

<u>Dealer</u>	<u>Total Cost</u>	<u>Meets District Specifications</u>
Gibbs International, Santa Maria	\$94,566	Yes
Rush Truck Center, Ceres	\$96,516	No, tank interior not coated
Custom Truck, Bakersfield	\$99,853	Yes

The vehicles quoted by two of the vendors meet the District's minimum specifications. The truck from Rush Truck Center would require the District to incur an additional expense of approximately \$4000 to coat the interior of the water tank.

FISCAL IMPACT

Funding in the amount of \$100,000 was allocated in the FY 2020-2021 District budget for the purchase of a water truck.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, authorize staff to purchase a water truck from Gibbs International, Inc. in the amount of \$94,566.

ATTACHMENTS

None.

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: AUGUST 18, 2020

**AGENDA ITEM
E-1
AUGUST 26, 2020**

**AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR
BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT
WITH CANNON CORPORATION**

ITEM

Authorize contract for engineering services for Blacklake Sewer System Consolidation Project in the amount of \$594,612 with Cannon Corporation and authorize General Manager to issue change orders with a total aggregate amount not to exceed \$60,000 [RECOMMEND APPROVAL].

BACKGROUND

The Nipomo Community Services District ("District") worked with the Blacklake community to create an assessment district to fund the proposed Blacklake Sewer System Consolidation Project ("Project"). The Project involves the construction of a sanitary sewer lift station and force main to convey raw wastewater from the Blacklake Sewer Service Area to the Town Sewer Service Area for treatment at the District's Southland Wastewater Treatment Facility and decommissioning of the existing Blacklake Water Reclamation Facility. The next step to implement the project is to select an engineering design consultant to prepare construction plans and technical specifications for the Project.

At the June 10, 2020 Board meeting, the Board authorized staff to circulate a Request for Proposals (RFP) for Engineering Services for the Project. The District received and opened three (3) proposals on July 22, 2020. Staff subsequently reviewed and ranked the proposals. At the August 12, 2020 Board meeting, the Board authorized staff to negotiate a contract with Cannon Corporation based on staff's review and ranking of the proposals.

Attached is Cannon's proposed scope of work, schedule and budget for the design phase of the Project.

FISCAL IMPACT

The total Project budget is \$10,300,000. The Project budget includes \$850,000 for design. Funding will be provided from Nipomo Community Services District Assessment District No. 2020-1 (Blacklake Sewer Consolidation) bond proceeds.

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT.

Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

A.2 Develop a pathway to complete needed upgrades and replacements for the Blacklake wastewater treatment plant.

B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

Goal 4. FINANCE.

Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

B.1 Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.

B.5 Maintain adequate rates to fund future capital replacements

RECOMMENDATION

Staff recommends that the Board authorize staff to execute a contract in the amount of \$594,612 with Cannon Corporation for engineering services for the Blacklake Sewer System Consolidation Project and authorize General Manager to issue change orders with a total aggregate amount not to exceed \$60,000.

ATTACHMENTS

A. Cannon Project Scope, Schedule, and Budget

AUGUST 26, 2020

ITEM E-1

ATTACHMENT A

Understanding & Approach

The District's plan to consolidate the Blacklake and Town collection systems and regionalize the wastewater treatment at the recently modernized Southland WWTF will not only provide efficiency and productivity gains but will also be a significant savings in the long run.

The project consists of construction of a new lift station and force main and the decommissioning of the existing Blacklake Water Reclamation Facility. As currently proposed, a new lift station in the vicinity of the existing WRF headworks and a new force main—approximately 4.2 miles in length from the lift station to the intersection of Juniper Street and Mary Avenue—will be constructed thereby bypassing the existing Blacklake WRF (see Exhibit 1).

The project consists of three major components:

- **Blacklake Lift Station** – new 160 gpm duplex lift station with 5-ft diameter, 11-ft deep wet well, valve vault, SCADA, security fencing, access road, pavement surfacing, odor control measures, electrical service, transformer, back-up generator, automatic transfer switch, and various ancillary features.
- **Blacklake LS Force Main** – approximately 22,000 LF of new 6-in AWWA C900 force main with pressure cleanouts, combination air/vacuum release assemblies, odor control features, and appurtenances.
- **Existing Blacklake Water Reclamation Facility** – decommissioning, demolition, and site restoration of the existing facility.

The District is seeking assistance from a highly qualified consultant team experienced in sewer lift station and force main design along with assisting in the procurement of permits, coordination with utility companies, interpretation and preparation of easement and right-of-way documents, pre-qualifying contractors, and overall project management to see the project through to completion. We have identified the Key Project Components as described on Exhibit 2.

We understand clearly that the project must be delivered within the project budget and time constraints and we have prepared our project approach and plan accordingly. In order to meet the schedule, we have assigned a Program Director, Larry Kraemer, and two Project Managers, Mike Kielborn and Anthony Severy—one for the lift station and Blacklake WRF decommissioning, and the other the force main—with the Program Director tasked with overseeing quality, schedule, and budget.

We developed a preliminary critical path method (CPM) schedule (Exhibit 3) and have built in approximately 5 months of time between the end of construction and the “must be complete by” date, March 2024. This initial schedule shows critical path being the Preliminary Design Report (PDR) followed by CEQA permitting. It is imperative that the PDR be thorough and describe the specifics of the project such that the CEQA process can progress without “hiccups” and undesirable delays. In summary, this schedule includes approximately 12 months for design, 16 months for CEQA permitting, 5 months for bidding, and 16 months for construction.

From a technical perspective, we have evaluated the District's RFP thoroughly, visited the project site on multiple occasions, reviewed previous work, researched property lines affecting title (parcel maps, official records, etc.) and discussed goals with District staff. Based on this preliminary research, we have carefully considered each of the District's key goals and components and identified strategies for evaluation and ultimate decisions for moving forward with construction details and documents.

Scope of Services & Timeline

Scope of Services

The following scope of work is based on our understanding of the project as outlined above, our experience on similar successful projects, several site visits, and discussions with District staff. Our approach to successful completion of this project is based on providing professional services as described below. These detailed tasks and sub-tasks are carefully sequenced to provide an efficient schedule while remaining realistic and achievable. We will build upon previous work, especially the 2019 Blacklake Sewer System Consolidation Engineering Report, and confirm critical assumptions and criteria as part of our work.

TASK 1: PROJECT MANAGEMENT

Cannon will provide contract management and quality control services throughout the duration of the project. Cannon's Program Director and Project Manager(s) will play an active role in the management and coordination of the project, including coordinating regular meetings with District staff to discuss project status, problems, budgeting, and other areas that have an adverse effect on the work. Project management will include the following sub-tasks.

Task 1.1 Scheduling and attending monthly progress meetings and preparing agendas and minutes.

Task 1.2 Preparing and distributing Monthly Progress Reports including Schedule Updates. Monthly progress report to include:

- A monthly progress payment request;
- An overview of work accomplished during the previous month;
- A description of current key activities and an updated schedule for each task and subtask;
- A list of problem areas, if any, and proposed corrective actions;
- A list of tasks for the following month;
- A bar graph showing total contract budget, monthly invoiced amounts, cumulative amount invoiced, and project billings to the end of project, and;
- A Schedule Summary indicating whether the project is on schedule and any schedule concerns or critical path items (a Recovery Plan/Schedule for any activities that fall more than 2 weeks behind schedule shall be prepared).

Task 1.3 Coordinating and consulting with applicable local regulatory agencies to ensure clearance for project construction. Anticipated entities include: County of San Luis Obispo for encroachments into their roadway jurisdiction, and the Air Pollution Control District for the emergency backup electric generator.

Task 1.4 Coordinating and consulting with District consultants and vendors including: CEQA, Construction Management, and SCADA experts. We will assist the selected CEQA consultant with preliminary environmental review, preparation of the project description, preparation of project exhibits, and identify areas of potential environmental impact and permit requirements for the work location. We understand the District anticipates that a Mitigated Negative Declaration will be developed for this project by the CEQA consultant. We will work closely with each of these firms to provide clear and timely communication of information to keep the project moving forward without unnecessary delays.

Task 1.5 Implementation of Cannon's Quality Assurance/ Quality Control Program. Throughout the project, Cannon's Program Director will implement its QA/QC and Earned Value Assessment protocols and report results on a monthly basis as discussed in subtasks described above.

Task 1.6 Correspondence and file maintenance. Cannon maintains a robust, electronic file management system (with daily backups) for all of its projects on local servers. In addition, project managers maintain a

paper folder of pertinent project deliverables, correspondence, and other important documentation. To aid in project coordination, a cloud based file sharing system will be created with agreed upon read/write administrative rights where documents can be readily available to the various team members.

TASK 2: PRELIMINARY DESIGN

Cannon will provide preliminary engineering design services prior to commencing detailed design. This task culminates in the submittal of a Preliminary Design Report (PDR) that identifies each relevant design item, outlines the preferred design, potential environmental impacts and requirements, right-of-way issues, constructability analysis, and estimated construction costs. The level of detail provided in the PDR will be equivalent to a 30% design effort for each major element of the project. It is imperative to keep this task on schedule as it is critical to the overall project schedule.

Preliminary engineering design services will include the following:

Task 2.1 Review Previous Studies and Reports – we will review and evaluate previously completed preliminary design and analysis work and either confirm or recommend updates to criteria or assumptions depending on our findings and after discussing with the District. This evaluation will be documented in the PDR.

Task 2.2 Utility Research and Coordination – we will conduct utility research with the public and private utility providers who have existing facilities within the proposed project areas and obtain record drawings and as-built information. Potential utility conflicts and/or relocation requirements will be identified and evaluated as needed to minimize unexpected design modifications or construction delays. We will compile and review the documents for inclusion into the electronic base map to use in preliminary design and related tasks defined below.

Task 2.3 Topographic Survey, Record Data Boundary, and Legal Descriptions – we will provide a topographic survey and record data boundary of the existing Blacklake WRF site, the proposed location of the lift station, and the pipeline corridor. This includes: compiling and reviewing record maps; minimum field work to establish Record ROW; establish project control and aerial panels; high resolution orthorectified aerial photos of the proposed pipeline alignment, the existing treatment plant, and the District's lot; 1-ft contour mapping (1"=20') and planimetrics for the proposed pipeline alignment and the existing treatment plant; up to three (3) legal descriptions; preliminary title reports for the Blacklake WRF site; and, field survey of surface features within the construction zone such as catch basins, manholes, valve covers, water meters, and utility poles and vaults. We have included a budget of \$10,000 for potential right-of-way acquisition consultation with our sub-consultant Hamner and Jewell.

Task 2.4 Base Mapping – based on the findings from previous tasks, we will develop the base map for the design of the project by incorporating the topographic survey, boundary mapping, and utility information for use in developing precise locations and alignments for the proposed improvements and decommissioned and demolished facilities.

Task 2.5 Alignment Analysis – after completion of the base map, we will prepare a preliminary alignment for the proposed facilities and prepare sheet layouts for the plan and profile drawings for the force main. Street and construction centerlines will be prepared for each street segment for use in layout of proposed improvements within the final construction documents.

Task 2.6 Hydraulic Analysis – we will develop hydraulic and transient models of the lift station and force main to design the pipe and lift station improvements. Goal is to balance pump size, wet well retention time, and force main diameter to promote force main cleaning. A summary of our findings will be included in the PDR.

Task 2.7 Preliminary Design – as part of this task, we will prepare construction plans and cost estimates to a design and detail level of approximately 30%. The plans will include the following:

- Title Sheet, General Notes, Legend, etc.
- Decommissioning and Demolition Plan(s)
- Lift Station Site and Piping Plan(s)
- Force Main Plan and Profile(s) – plan view only at the 30% (approx. 44 sheets at 20-scale)

- Odor control system
- Electrical Layout
- Process and Instrumentation Diagram and/or Control Description
- Preliminary Opinion of Probable Construction Costs

Task 2.8 Preliminary Design Report (PDR) – we will prepare a preliminary design report that identifies each relevant design item, outlines the preferred design, potential environmental impacts and requirements, right-of-way issues, constructability analysis, and estimated construction costs. The level of detail provided in the PDR should be equivalent to a 30% design effort for each major element of the project. The following will be gathered and/or prepared throughout the preliminary design and summarized in the PDR.

- All data necessary to develop lift station layout, mechanical, electrical, hydraulic equipment, instrumentation, VFD's, controls, odor control, SCADA and structures.
- A staging and demolition plan for the removal and disposal of the existing BWRf from the site upon completion of the new lift station's construction. Modification to existing inlet and outlet pipelines to the existing BWRf will be determined to allow continued uninterrupted operation of the existing BWRf throughout the course of construction of the new lift station.
- A preliminary easement and right-of-way assessment identifying potential easement and right-of-way issues for the work location. This project is anticipated to be performed within District easements and within County right-of-way.
- Proposed force main alignment including approximate valve, pigging station, air/vacuum valve and pressure cleanout locations and compliance with separation requirements.
- An analysis of the alternate methods of installation of the force main including directional drilling and open cut will be performed. Directional drilling may be more costly when compared to open cut in areas of minimal utility conflicts but may be cost effective in the long term to provide longer lengths of gradual grades to minimize high/low points as well as reduce pavement restoration costs.
- A Preliminary Geotechnical Report (desktop study) based on Earth Systems Pacific archival soils data for the approximate project area. Field investigation to follow in subsequent tasks once final alignment is selected.
- Summary of coordination efforts with San Luis Obispo County Public Works staff to obtain preliminary encroachment permit conditions for force main installation within County right-of-way.

Formal PDR submittals will be prepared for distribution, with drawings reduced by 50% and printed on 11" x 17" reproducible paper, and all written documentation printed on 8 1/2" x 11" reproducible paper. Five (5) document sets will be submitted for review. In addition, the PDR will be submitted in Portable Document Format (.pdf). We assume the District will conduct a review of the material submitted and prepare consolidated comments for clarification or correction to us within two (2) weeks of submittal.

TASK 3: FINAL DESIGN

Cannon will provide final engineering design services and prepare construction estimates, construction plans, and technical specifications (PS&E) suitable to be inserted into District standard Contract Documents for distribution to Contractors.

PS&E services shall include, but not be limited to:

- Preparing supplemental field, topographic and control surveys as necessary to prepare final construction documents.
- Completing geotechnical investigations and reports based on the locations determined in the approved PDR.
- Completing engineering, surveying, analysis and investigation.
- Coordinating with all known utilities required to ensure horizontal and vertical conflicts are identified and resolved through design or relocations.
- Identify pothole locations. Field locate and plot pothole information provided by District's pothole contractor.

- Preparing design calculations and completing all plan preparation, technical specification preparation, and engineer's cost estimates, and other appropriate engineering services necessary to provide complete Contract Documents, ready for public bid (design work to comply with appropriate federal, state and local design codes and guidelines).

Our sub-tasks for this work are included as 3.1 – *Geotechnical Engineering Investigation*, 3.2 – *60% Plans, Specs, and Estimates*, and 3.3 – *90% Plans, Specs, and Estimates*, and 3.4 *Final Plans, Specs, and Estimates*. For sub-task 3.1, we have retained the services of Earth System Pacific (ESP) to prepare a project specific geotechnical investigation for the proposed lift station and force main construction. The investigation will include subsurface exploration, laboratory testing, soil type classification, groundwater investigation, and other sampling/ testing as stated in the attached letter proposal dated July 16, 2020. All findings and recommendations will be captured in a Geotechnical Engineering Report (GER). Staff will review a draft version of the GER prior to final submittal. ESP will answer questions and address District comments following the review.

Formal deliverables (plans, technical specifications and estimates) will occur at the 60%, 90%, and 100% completion points. Submittal formats will follow the guidelines stated herein. District will conduct a review of the material submitted and prepare consolidated comments for clarification or correction to us within two (2) weeks of submittal. Cannon will respond to, and incorporate, if appropriate, any and all comments received from the District or any other regulatory agency or utility.

Construction plan deliverables for review will be submitted at the design stages listed herein, with drawings reduced by 50% and printed on 11" x 17" reproducible paper. Five (5) sets will be submitted at the review stages to allow the District and all other appropriate agencies to provide a thorough review of the project documents. 100% final construction plans will be delivered in the following formats:

- 22" x 34" mylars, complete with final signatures;
- Portable Document Format (.PDF) file(s) of full-size final plans, complete with final signatures; and
- AutoCAD drawing format files (.DWG, AutoCAD 2018 or later format) of final plans (signatures not required).

Technical specifications will be prepared utilizing Construction Specifications Institute (CSI) Masterformat 2018. Deliverables for review will be submitted at the final design stages listed herein, with specifications on 8 ½" x 11" reproducible paper. Five (5) sets will be submitted at the review stages to allow the District and all other appropriate agencies to provide a thorough review of the project documents. 100% final specifications will be delivered in the following formats:

- 8 ½" x 11" hardcopy, complete with final signatures, ready for reproduction;
- Portable Document Format (.PDF) file(s) of final specifications complete with final signatures; and
- Microsoft Word Office 2019 format (.DOCX) files of final technical specifications (signatures not required).

Estimates for review will be submitted at the final design stages listed herein, with estimates on 8 ½" x 11" reproducible paper. Five (5) sets shall be submitted at the review stages to allow the District and all other appropriate agencies to provide a thorough review of the project documents. The 100% final estimate will be delivered in the following formats:

- 8 ½" x 11" hardcopy;
- Portable Document Format (.PDF) file of final estimate; and
- Microsoft Excel 2019 format (.XLS) file of final estimate.

TASK 4: ASSISTANCE DURING BIDDING

Cannon will provide assistance to the District during the bidding phase of the project to pre-qualify prospective Contractors and to ensure they understand the technical aspects of the design and any design changes.

This assistance will include:

Task 4.1 Pre-Qualification of Contractors – we will assist District with development of pre-qualification documents and assist District with review of submitted contractor pre-qualification documents.

Task 4.2 Pre-Bid Meeting – we will attend the pre-bid meeting with prospective bidders to answer contractor and supplier technical questions.

Task 4.3 Respond to Bidder Questions – we will assist the District in responding to contractor and supplier technical questions during bidding and preparing any addenda required. (2 anticipated)

Task 4.4 Plan Modifications and/or Clarifications – we will prepare drawings, modifications, and clarifications as required during the bidding period for distribution by the District. (1 revision anticipated)

Task 4.5 Bid Evaluation – we will attend the bid opening, review bids, and make a recommendation for award of the construction project.

TASK 5: ASSISTANCE DURING CONSTRUCTION

Cannon will provide assistance to the District during the construction phase of the project to ensure the Contractor understands all technical aspects of the design and any design changes.

This assistance will include:

Task 5.1 Pre-Construction Meeting – we will attend the preconstruction conference to ensure Contractor understanding of the project plans, contract requirements, and design intent.

Task 5.2 Shop Drawings/Submittals – we will review and approve contractor submittals. (30 anticipated)

Task 5.3 Change Order Review and Processing – we will assist the District in the preparation of change orders and responses to requests for information related to design technical issues encountered. (10 anticipated)

Task 5.4 Design Clarifications – we will prepare design clarifications to clarify the design intent. (10 anticipated)

Task 5.5 Final Job Walk – we will attend all final construction inspections.

Task 5.6 Start-up and Commissioning – we will attend start-up of new lift station.

Task 5.7 Record Drawings – we will prepare record drawings following construction from mark ups by the Contractor and Construction Manager. Submittal requirements for record drawings will be the same as for 100% construction plans. (approximately 65 sheets)

ASSUMPTIONS AND EXCLUSIONS

Certain services, described below, that may accompany a project of this type are excluded from this scope of work at this time and may be added to our scope of work on a time and materials basis as deemed necessary by the District:

- District will provide timely delivery of all pertinent record information relative to the project.
- Cannon is not responsible and cannot be held accountable for the accuracy of As-Builts or Record Drawings provided by the Agencies or utility providers.
- As this proposal has been prepared without the benefit of current title reports, it is assumed that there is a sufficient amount of available record information to adequately determine the location of the boundaries and encumbrances of the subject property. Additional work resulting from patent or latent boundary ambiguities or a lack of available records may constitute an additional work effort that is not covered within this scope of services.
- Archeological, botanical, and biological services are excluded.
- CEQA is assumed to be prepared by the District's Environmental Consultant.
- One bid package submittal for the Lift Station, Force Main, and Decommissioning of BWRP.
- Hazardous materials investigation and remediation is excluded.
- Public Outreach is excluded.
- It is assumed that the District will pay directly all necessary permitting and plan check fees with all permitting and plan approval agencies.
- Items not specifically identified in the scope of service sections of this proposal are to be excluded and will be considered additional services. Additional work will be billed on a Time and Materials basis or as an addendum with prior written authorization from District.

Exhibit 1 - Blacklake Sewer System Project Force Main Alignment

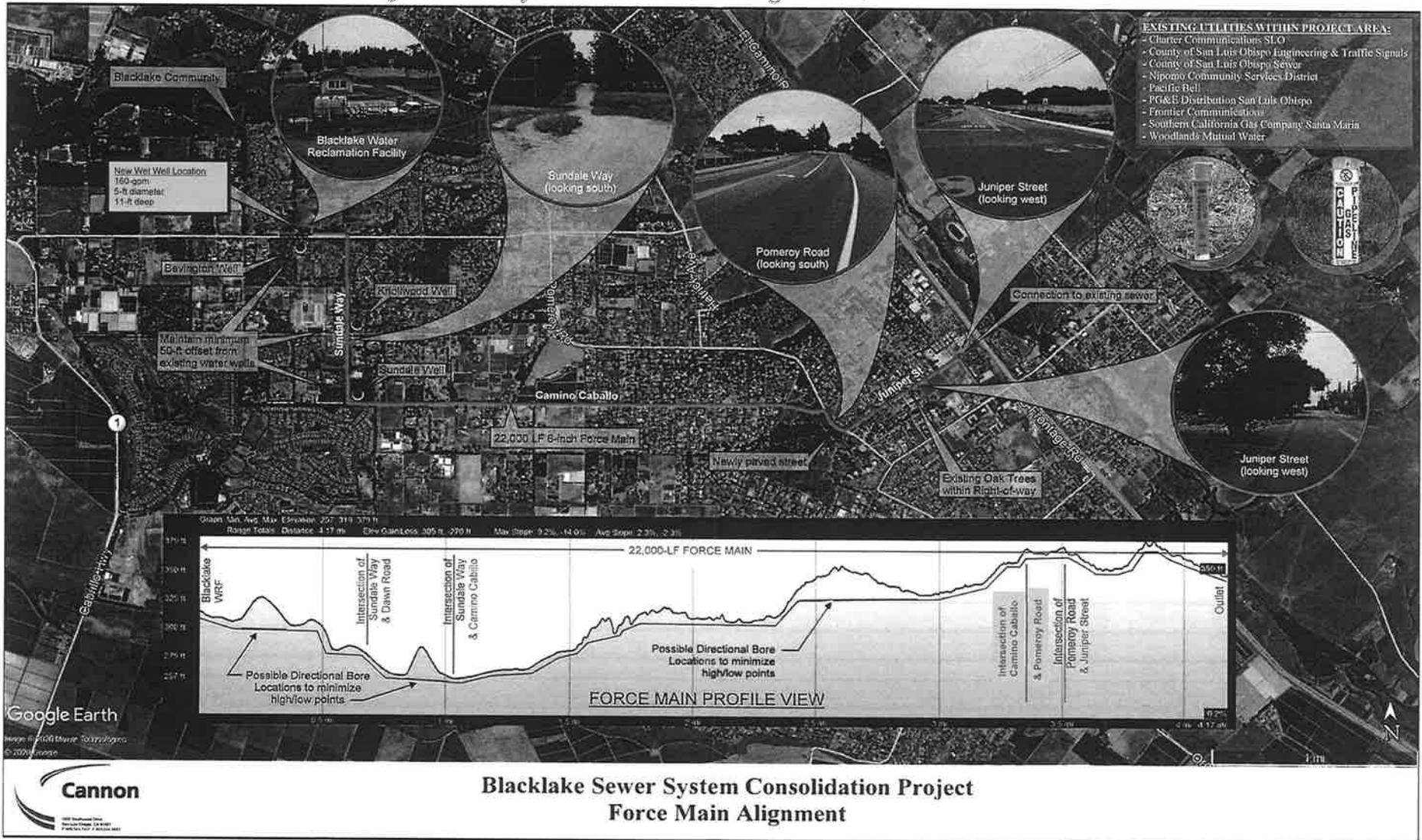


Exhibit 3 - Project Schedule

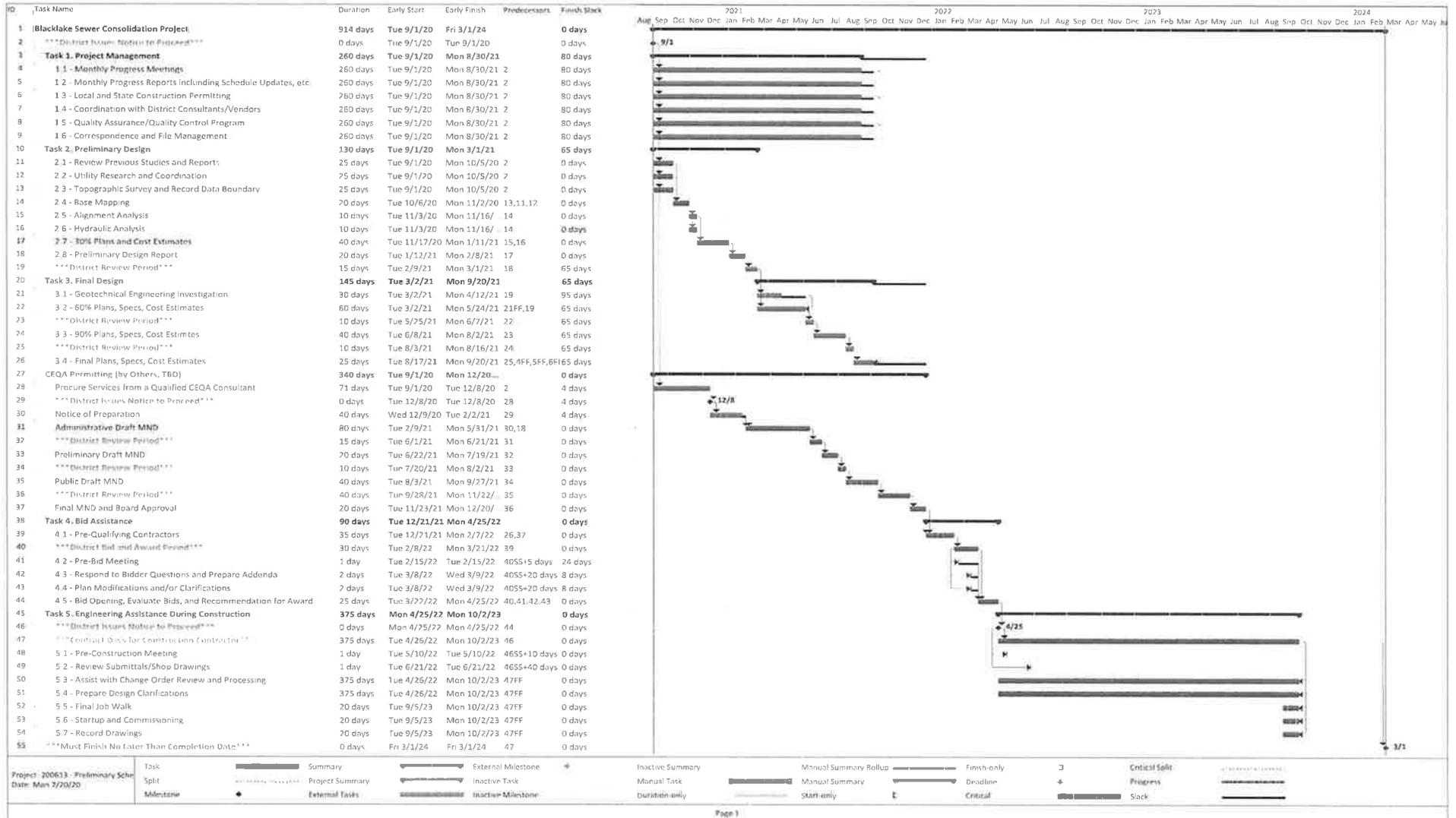
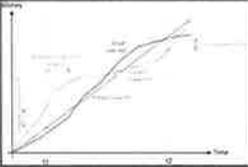


Exhibit 2 - Key Project Components

We have identified the following key elements (below) as critical to the success of the District's project.

Major Component	Key Consideration	Strategy
Project Management		
	Budget	The District's funding program of \$10.3M must cover all project expenses. We will develop a detailed cost estimate as part of the preliminary design report to include all major hard and soft costs through mid-point of construction. This tool will give the project team an opportunity to value-engineer project details and components. This cost estimate will be updated for each of the milestone submittals throughout the design process such that adjustments can be made along the way rather than at the end to keep this project within budget.
	Schedule	The District has committed to having this project completed by March 2024. We will develop and maintain a Critical Path Schedule at the beginning of the project to track progress of all major facets of the project. Monthly updates will be prepared and reviewed with intent on finishing the project early. We will compress the schedule up front as much as possible such that slack/float can be reserved if needed should unforeseen issues cause delay.
	Quality	We will employ our internal QA/QC process to prepare documents at the appropriate level of detail and accuracy for each milestone submittal. This will expedite review and keep discussions to substantive issues. Monthly Earned Value Assessments will be provided in order to evaluate whether the project is ahead/behind schedule and over/under budget. In the event the project is over budget or behind schedule, we will provide a recover plan at any time we are two weeks behind schedule to get us back on track.
Lift Station		
	Flows and Loads	We will build upon the work of previous studies and reports and provide a sensitivity analysis to give the District comfort when sizing pumps and other hydraulic components.
	Wet Well	We will review the flows and loads and sensitivity analysis to size the wetwell and verify an appropriate size for existing and future conditions.
	Pump Selection	We will provide an analysis of the various pump options for review and approval by the District. We will utilize the standard lift station package developed with the District on Nipomo Palms and Woodgreen Lift Stations for the overall configuration. Given recent difficulties with certain manufacturers castings or ability to supply replacement parts, we will strive to give the District multiple options.
	Electrical and Backup Power	We will initiate discussions with PGE early on in the project to establish the requirements for a new service. We will utilize the standard lift station packaged developed with the District on Nipomo Palms and Woodgreen Lift Stations.
	SCADA Integration	Utilize the standard lift station packaged developed with the District on Nipomo Palms and Woodgreen Lift Stations.
	Security	Utilize the standard lift station packaged developed with the District on Nipomo Palms and Woodgreen Lift Stations.
	Access	We will work closely with District staff to develop the lift station site to accommodate all anticipated equipment and deliveries to the site. This will establish future easements and/or property acquisitions for long-term operations and maintenance of the facility.
Force Main		
	Pipe Size	Based on the flow assumptions and sensitivity analysis described above, we will confirm/recommend a pipe size considering minimum cleansing velocities, maximum pressures and headlosses, pipe-volume turnover, potential for odor, etc.
	Pipe Profile	We will evaluate opportunities to minimize the number of high/low points in the force main by use of trenchless technology in areas where it is feasible.
	Redundancy	We will evaluate if it makes sense to have one 6-inch or two 4-inch pipes to keep velocities up, allow for more frequent maintenance, and increase pipe-volume turnover to minimize sewage becoming septic and producing more odor.
	Flushing and Cleaning	We will evaluate if it makes sense to have one 6-inch or two 4-inch pipes to keep velocities up, allow for more frequent maintenance, and increase pipe-volume turnover to minimize sewage becoming septic and odor producing.
	Odor Control	We will recommend options for mechanical connections which will allow for flushing and cleaning of the force main.
	Separation Requirements	There are several municipal, potable water wells along the current preferred route. We will evaluate separation distances and requirements and make recommendations for complying with State water/sewer separation guidelines.
Blacklake WRF Decommissioning		
		Treatment plant to remain operational until the lift station and force main are fully tested and functional.
		Utilize existing as-builts and field reconnaissance to develop decom and demolition plans and develop itemized bid items to quantify and fully describe the work for contractor bidding and payment.
		Utilize our experience with other decommissioning projects including: Diablo Canyon Power Plant Decommissioning; Guadalupe Pipeline Remediation Project; and Avila Beach Remediation and Restoration Project.



2020 Fee Schedule

Bill Rate Ranges
Subject to change

Accounting Specialist/Admin Assistant	\$ 45 - \$ 65
Business Services Administrator I - III	\$ 62 - \$ 72
Business Services Coordinator I - II	\$ 52 - \$ 57
Assistant Resident Engineer	\$ 135 - \$ 145
Associate Construction Engineer	\$ 110 - \$ 120
Associate Engineer	\$ 140 - \$ 175
Associate Landscape Architect	\$ 145 - \$ 155
Associate Planner	\$ 140 - \$ 150
Automation Design/Project Engineer	\$ 115 - \$ 135
Automation Specialist	\$ 135 - \$ 145
Automation Technician	\$ 95 - \$ 105
CAD Tech	\$ 85 - \$ 95
CAD Manager	\$ 100 - \$ 110
Clerical Assistant I - II	\$ 60 - \$ 65
Construction Inspector I - III	\$ 110 - \$ 130
Construction Manager	\$ 155 - \$ 165
Controller	\$ 70 - \$ 110
Design Engineer	\$ 110 - \$ 130
Director	\$ 180 - \$ 220
Engineer Tech	\$ 98 - \$ 108
Engineering Assistant I - II	\$ 80 - \$ 95
Engineering Manager	\$ 210 - \$ 230
Grant Funding Manager I - II	\$ 130 - \$ 145
I&E Construction Coordinator I - II	\$ 93 - \$ 114
I&E Services Coordinator	\$ 80 - \$ 90
Information Systems Admin/Manager	\$ 75 - \$ 115
Land Surveyor I - V	\$ 150 - \$ 195
Landscape Architect	\$ 105 - \$ 115
Landscape Designer I - II	\$ 80 - \$ 104
Lead Automation Specialist	\$ 147 - \$ 157
Lead Automation Technician	\$ 105 - \$ 115
Lead Designer	\$ 100 - \$ 122
Marketing Manager / Director	\$ 125 - \$ 150
Office Engineer / Construction I - III	\$ 98 - \$ 120
Plan Check Engineer I - III	\$ 120 - \$ 165
Planner I - III	\$ 83 - \$ 104
Planning Assistant I	\$ 55 - \$ 70
Principal Construction Engineer	\$ 185 - \$ 195
Principal Designer	\$ 110 - \$ 134
Principal Engineer	\$ 170 - \$ 202
Project Coordinator I - II	\$ 88 - \$ 104

Project Designer	\$ 83 - \$ 120
Project Engineer	\$ 120 - \$ 145
Project Manager / Sr. Principal	\$ 195 - \$ 220
Resident Engineer	\$ 155 - \$ 165
Sr. Associate Engineer	\$ 150 - \$ 180
Sr. Automation Specialist	\$ 163 - \$ 170
Sr. Automation Technician	\$ 126 - \$ 136
Sr. CAD Tech	\$ 90 - \$ 110
Sr. Construction Engineer	\$ 175 - \$ 195
Sr. Construction Manager	\$ 180 - \$ 200
Sr. Consultant / Principal-in-Charge	\$ 185 - \$ 260
Sr. Land Surveyor	\$ 191 - \$ 221
Sr. Landscape Architect	\$ 153 - \$ 163
Sr. Planner	\$ 153 - \$ 163
Sr. Principal Designer	\$ 110 - \$ 150
Sr. Principal Engineer	\$ 180 - \$ 230
Sr. Project Designer	\$ 105 - \$ 130
Sr. Project Engineer	\$ 130 - \$ 155
Sr. Project Manager	\$ 190 - \$ 213
Sr. Resident Engineer	\$ 172 - \$ 185
Structures Representative	\$ 172 - \$ 182
Survey Manager	\$ 195 - \$ 225
Survey Technician I - VI	\$ 105 - \$ 165
Technical Writer I - IV	\$ 90 - \$ 125

Survey Crew Rates - Regular

One-Man Field	\$ 166
Two-Man Field	\$ 245
Three-Man Field	\$ 325
Two-Man - HDS	\$ 295

Survey Crew Rates - Prevailing Wage

One-Man Field	\$ 220
Two-Man Field	\$ 295
Three-Man Field	\$ 425

Electrical - Prevailing Wage

Electrician	\$ 110 - \$ 158
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CM - Prevailing Wage

BCI Construction Inspector	\$ 140
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Forensics Engineering / Expert Testimony Fee Schedule Available Upon Request.

Other Direct Charges

Black Line Plots	\$2.00 per page	Color Plots	\$5.00 per page
Outside Reproduction	Cost + 15%	Travel and Related Subsistence	Cost + 15%
Automation & Electrical Materials	Cost + 10% (+tax)	Standard Mileage Rate	IRS Rate per mile
Subconsultant Fees	Cost + 10%	Airplane Mileage Rate	GSA Rate per mile

All of the above hourly rates include all direct labor costs and labor overhead, general and administrative expenses and profit. All direct expenses, such as special equipment, shipping costs, travel other than by automobile, parking expenses, and permit fees will be billed at the actual cost plus 15%. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the stated rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays. If the client requests field services to be provided outside of normal working hours (between 6:00 p.m. and 6:00 a.m.), a multiplier of 1.5 will be applied to the stated rates. For prevailing wage projects, if the client requests field services to be provided on any given Sunday, a multiplier of 2.0 will be applied to the stated rates and on or around an observed holiday, other rates may be applied. Survey Crews and Automation Field staff are billed portal to portal, and mileage charges are included in the hourly rate. A minimum charge of 4 hours will be charged for any Automation Field Service calls outside of normal working hours (between 6:00 p.m. and 6:00 a.m.). The stated rates are subject to change, typically on an annual basis.